



Ref. No. : S4/1/1
Enq. : Kika Bham C.

DIRECTOR GENERAL CIRCULAR No. 11 OF 2017

ADVERTISEMENT OF VACANT POSTS ON THE ESTABLISHMENT IN THE OFFICE OF THE PREMIER

1. Applicants are hereby invited to apply for the filling of vacant posts as per attached advertisement Annexure A of Circular No. 11 of 2017.
2. Applications must be accompanied by a Comprehensive Curriculum Vitae, certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) as well as a fully completed Z83 form which is obtainable from all Government Departments or Government Websites. Applications should be addressed to:

Director General
Office of the Premier
Private Bag X9483
POLOKWANE
0700

3. Applications may also be hand delivered to the Office of the Premier at 40 Hans Van Rensburg Street, Polokwane, Mowaneng Building, and Office No. A013, General Records: Registry, Ground floor.
4. Enquiries should be directed to Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers 015 – 287 6027 / 6066 / 6293 respectively.
5. The Office of the Premier is an affirmative action employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply.
6. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Senior Management Service (SMS) will be subjected to a compulsory competency based assessment.
7. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
8. The closing date for the applications is the **22nd September 2017 at 16h00**. Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date. However, should there be any dissatisfaction, applicants are hereby advised to within 90 days, seek reasons for the above administrative action in terms of Section 5, sub section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.


DIRECTOR GENERAL

DATE: 22/08/2017

ADVERTISEMENT ANNEXURE A, CIRCULAR NO. 11 OF 2017

A. DIRECTORATE: INFRASTRUCTURE PLANNING

1.	Post	:	Deputy Director: Infrastructure Planning (1x post)
	Reference No.	:	OTP 11/17/01
	Salary level	:	12
	Salary Package	:	R779, 295.00 p.a.
	Salary Scale	:	R779, 295.00 – R917, 970.00
	Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Built Environment or Civil Engineering
- At least five to ten (5-10) years' experience in Planning of which five (5) years must have been in Lower Management position
- A valid driver's license

COMPETENCIES

- Planning & organizing, time management and strategic planning.
- Negotiation skills, people management, financial management and problem solving.
- Policy analysis and development
- *Programme and Project Management*
- Group dynamics, diversity management, facilitate skills and co-ordination skills
- Leadership skills, change and knowledge management
- Good communication and report writing skills and the ability to work under pressure
- Computer literacy.

RESPONSIBILITIES

The successful candidate will be required to:

- Co-ordinate and monitor infrastructure development in the province
- Monitor the implementation of infrastructure plans for the contribution of economic development and social upliftment
- Develop and implement strategies that will facilitate service delivery improvement.
- Facilitate and ensure stakeholders' involvement & participation in the infrastructure planning process.
- Coordinate the integration of infrastructure plans within three spheres of Government.
- Ensure proper linkages and alignment between provincial, districts and institutions' strategies, priorities, budget operational plans.
- Consult and network with relevant stakeholders to ensure infrastructure development direction is maintained, advanced and supported, i.e. monitor the roll out of the strategic and business plans.
- Co-ordinate and monitor the implementation of multi-year infrastructure plan.

B. DIRECTORATE: LABOUR RELATIONS

1. Post	:	Deputy Director: Labour Relations (1x post)
Reference No.	:	OTP/11/17/02
Salary level	:	12
Salary Package	:	R779, 295. 00. p.a. (all inclusive)
Salary Scale	:	R779, 295.00 – R917, 970.00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Labour Relations Management
- At least five to ten (5-10) years' experience in Labour Relations Management of which five (5) years must have been in Lower Management position
- A valid driver's license.

COMPETENCIES

- Negotiation skills, people management, financial management.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics and Diversity management, facilitation skills and co-ordination skills
- Leadership skills, change and knowledge management
- Good communication skills
- Disciplinary Management
- Computer literacy.

RESPONSIBILITIES

The successful candidate will be required to:

- Coordinate, advise, monitor, support and evaluate implementation of grievance rules, Disciplinary Code and Procedure, Dispute Procedure Councils and Chambers Resolutions in the Provincial Administration.
- Handle and facilitate grievances, misconduct case, dispute resolution and capacity building in the Office of the Premier.
- Coordinate, monitor and evaluate the implementation of collective agreements in the Provincial Administration
- Coordinate, manage and monitor public service industrial action in the Provincial Administration
- Coordinate, manage, facilitate and represent the employer in collective bargaining and labour relations consultative Forums
- Coordinate, monitor, facilitate and evaluate capacity building on Grievance Rules and Disciplinary Code and Procedure in the Provincial Administration.

C. DIRECTORATE: DIRECTOR GENERAL SUPPORT SERVICES

1. Post	:	Deputy Director: Director General Support Services (1x post)
Reference No.	:	OTP 11/17/03
Salary level	:	11
Salary Package	:	R657, 558. 00. p.a. (all inclusive)
Salary Scale	:	R657, 558.00 – R774, 576 .00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Public Administration or Public Management.
- At least five to ten (5-10) years' experience of which five (5) years must have been in Lower Management position (Having worked in the Executive environment will be an advantage).
- A valid driver's license.

COMPETENCIES

- Negotiation skills, people management, financial management.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics and Diversity management, facilitation skills and co-ordination skills
- Leadership skills, change and knowledge management
- Good communication skills
- Report writing and minutes taking skills
- Computer literacy.

RESPONSIBILITIES

The successful candidate will be required to:

- Provide Administrative support to the Director General.
- Provide Secretariat support to the Director General
- Coordinate and submit monthly & quarterly reports

D. DIRECTORATE: RECORDS AND KNOWLEDGE MANAGEMENT

1. Post	:	Deputy Director: Records and Knowledge Management (1x post)
Reference No.	:	OTP 11/17/04
Salary level	:	12
Salary package	:	R779, 295.00. p.a. (all inclusive)
Salary Scale	:	R779, 295.00 – R917, 970.00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Information and Knowledge Management.
- At least five to ten (5-10) years' experience of which five (5) years must have been in Lower Management position
- A valid driver's license.

COMPETENCIES

- Negotiation skills, people management, financial solving.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics and Diversity management, facilitation skills and co-ordination skills
- Leadership skills, change and knowledge management
- Risk Management
- Good communication skills
- Computer literacy

RESPONSIBILITIES

The successful candidate will be required to:

- Coordinate the development of Knowledge Management Programme within the Provincial Administration.
- Develop and coordinate the implementation of the Provincial Knowledge Management Strategy and Policies within the Provincial Administration
- Coordinate and monitor the implementation of Knowledge Management processes, tools and techniques within the Provincial Administration.
- Coordinate the Management of Information, including library services, within the Provincial Administration.

E. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

1. Post	:	Deputy Director: Demand and Contracts Management (1x post)
Reference No.	:	OTP 11/17/05
Salary level	:	11
Salary package	:	R657, 558. 00. p.a. (all inclusive)
Salary Scale	:	R657, 558.00 – R774, 576 .00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Supply Chain Management, Finance or Public Administration.
- At least five to ten (5-10) years' experience of which five (5) years must have been in Lower Management position
- A valid driver's license.

COMPETENCIES

- Financial Management Skills
- Negotiation skills, people management, financial management.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics and Diversity management, facilitation skills and co-ordination skills
- Leadership skills, change and knowledge management
- Risk Management
- Good communication skills
- Computer literacy.

RESPONSIBILITIES

The successful candidate will be required to:

- Development of the Departmental Procurement Plan
- Manage and monitor the implementation of the Departmental Procurement Plan
- Manage Bid Specification Committees
- Serve as secretariat to the Bid Specification Committees
- Conduct market research and analysis
- Provide CSD Support to service providers
- Coordinate and submit monthly reports

2. Post	:	Assistant Director: Asset and Disposal Management (1x post)
Reference No.	:	OTP 11/17/06
Salary level	:	09
Salary Package	:	R334, 545.00 p.a.
Salary Scale	:	R334, 545.00 – R404, 121.00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Supply Chain Management, Finance or Public Administration.
- At least three to five (3-5) years' experience in Asset and Disposal Management in a supervisory position.
- A valid driver's license

COMPETENCIES

- Negotiation skills, people management financial management and problem solving.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics, diversity management, facilitate skills and co-ordination skills
- Leadership skills, change and knowledge management
- Good communication and report writing skills and the ability to work under pressure
- Computer literacy.
- Proven knowledge of MS Excel
- Knowledge of BARCODE AUDIT (BAUD) system

RESPONSIBILITIES

The successful candidate will be required to:

- Reconciliation of Capital and Current Expenditure
- Compile monthly report
- Manage and maintain asset register
- Verification of assets
- Disposal and movement of assets

F. DIRECTORATE: RISK MANAGEMENT STRATEGIES

1. Post	:	Assistant Director: Risk Management Strategies (1x post)
Reference No.	:	OTP/11/17/07
Salary level	:	09
Salary Package	:	R334, 545.00 p.a.

Salary Scale : R334, 545.00 – R404, 121.00
Centre : Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Risk Management, Audit/ Internal Audit or B.Com in Accounting or Economics.
- At least three to five (3-5) years' experience in Risk Management in a supervisory position
- A valid driver's license

COMPETENCIES

- Negotiation skills, people management financial management, problem solving and Analysis.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics, diversity management, facilitation skills and co-ordination skills
- Leadership skills, change and knowledge management
- Project Management and Numeracy Skills
- Good communication and report writing skills and the ability to work under pressure
- Computer literacy.

RESPONSIBILITIES

The successful candidate will be required to:

- Conduct Risk Assessment Sessions
- Compile the risk assessment report
- Liaise with stakeholders
- Provide support to the respective risk owners and risk champions in implementing the risk management processes
- Implement and maintain the Department risk management plan
- Conduct Education and awareness campaigns through workshops and one on one meetings
- Coordinate the Risk Management Committee activities

G. DIRECTORATE: PROTOCOL SERVICES

1. Post : Assistant Director: Protocol Services (1x post)
Reference No. : OTP 11/17/08
Salary level : 09
Salary Package : R334, 545.00 p.a.
Salary Scale : R334, 545.00 – R404, 121.00
Centre : Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Communication
- Degree in International Relations will be an added advantage.
- At least three to five (3-5) years' experience in Communication in a supervisory position
- A valid driver's license

COMPETENCIES

- Interpersonal Relations, Diplomatic relations and Events Management

- Negotiation skills, people management financial management, problem solving and analysis.
- Planning & organizing, time management and strategic planning.
- Group dynamics, diversity management, facilitation skills and co-ordination skills
- Leadership skills, change and knowledge management
- Good communication and report writing skills and the ability to work under pressure
- Computer literacy.

RESPONSIBILITIES

The successful candidate will be required to:

- Manage Protocol services during National & Provincial Events & Functions
- Coordinate Events & Functions Management
- Consult with stakeholders
- Manage official inwards and outwards Provincial Missions
- Manage corporate gifts and flag banks

H. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES

1. Post	:	Assistant Director: HR Practices (1x post)
Reference No.	:	OTP 11/17/09
Salary level	:	09
Salary Package	:	R334, 545.00 p.a.
Salary Scale	:	R334, 545.00 – R404, 121.00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Human Resource Management
- At least three to five (3-5) years' experience in Human Resource Management in a supervisory position.
- Personal Training
- A valid driver's license

COMPETENCIES

- Negotiation skills, people management financial management and problem solving.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics, diversity management, facilitate skills and co-ordination skills
- Leadership skills, change and knowledge management
- Good communication and report writing skills and the ability to work under pressure.
- Computer literacy.

RESPONSIBILITIES

The successful candidate will be required to:

- Facilitating the processing of leave
- Facilitating the processing of overtime claims
- Facilitate the processing of resettlement and relocation costs, medical aid, long service and pension benefits

- Facilitate the processing of garnishee orders, home owner allowance, state guarantees on housing loans
- Facilitate the processing of termination of services

2. Post	:	Management Service Practitioner: Organizational Design (1x post)
Reference No	:	OTP 11/17/10
Salary level	:	08
Salary Package	:	R281, 418.00 p.a.
Salary Scale	:	R281, 418.00 – R331, 497.00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Management Service/Production Management- Operations Management.
- At least one to two (1-2) years' experience in Organization Development

COMPETENCIES

- Organization Design/Development
- Change and knowledge management
- Negotiation skills, People management, Financial Management
- Planning & organizing, Time management, Strategic planning
- Policy analyst and development
- Good communication skills, Group dynamics, Diversity management
- Facilitation skills, Co-ordination skills, Leadership skills
- Computer literacy

RESPONSIBILITIES

The successful candidate will be required to:

- Assist with the development and maintenance of the Organizational Structure.
- Conduct Job evaluation
- Provide advice and assistance in the development of Job descriptions
- Conduct Business process Management
- Provide secretariat and administrative function to the unit
- Provide advice and assistance in the development of Standard Operating Procedures

3. Post	:	Personnel Practitioner: HR Practices (1x post)
Reference No.	:	OTP 11/17/11
Salary level	:	08
Salary Package	:	R281, 418.00 p.a.
Salary Scale	:	R281, 418.00 – R331, 497.00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Human Resource Management
- At least one to two (1-2) years' experience in Human Resource Management.

- Personal Training

COMPETENCIES

- Negotiation skills, people management financial management and problem solving and analysis
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics, diversity management, facilitate skills and co-ordination skills
- Leadership skills, change and knowledge management
- Good communication and report writing skills and the ability to work under pressure
- Computer literacy.

RESPONSIBILITIES

The successful candidate will be required to:

- Handle leave matters
- Process overtime claims
- Facilitate the processing of resettlement and relocation costs, medical aid, long service, pension benefits and payment of leave gratuity
- Facilitate the processing of garnishee orders, home owner allowance, state guarantees on housing loans
- Facilitate the processing of termination of services

4. Post	:	Personnel Practitioner: HR Practices (1x post)
Reference No.	:	OTP 11/17/12
Salary level	:	08
Salary Package	:	R281, 418.00 p.a.
Salary Scale	:	R281, 418.00 – R331, 497.00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Human Resource Management
- At least one to two (1-2) years' experience in Human Resource Management.
- Personal Training

COMPETENCIES

- Negotiation skills, people management financial management and problem solving.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics, diversity management, facilitate skills and co-ordination skills
- Leadership skills, change and knowledge management
- Good communication and report writing skills and the ability to work under pressure
- Computer literacy.

RESPONSIBILITIES

The successful candidate will be required to:

- Handle recruitment and selection process of Personnel
- Administer Establishment
- Assist in transfers, secondments and translations

- Assist as Human Resource PERSAL Controller
- Manage probationary period / reports of the new employees

I. DIRECTORATE: CORPORATE BRANDING & MARKETING UNIT

1. Post	:	Research Officer (1xPost)
Reference No.	:	OTP 11/17/13
Salary level	:	08
Salary Package	:	R281, 418.00
Salary Scale	:	R281, 418.00 – R331, 497.00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Communications
- At least one (1) year experience in the communication field
- A valid Driver's Licence

COMPETENCIES

- Sound and in-depth knowledge of Media studies, scripts writing,
- PFMA, Batho Pele Principles, Translation,
- Communication Research skills and Public Service Act.
- Negotiation skills, People management, Financial solving,
- Planning & organizing, Time management, Strategic planning,
- Policy analyst and development,
- Good communication skills.
- Computer literacy
- Leadership skills, change and knowledge management

RESPONSIBILITIES

The successful candidate will be required to:

- Compile News of the Day
- Media Monitoring and Content Analysis
- Compile Media Scan and send it to relevant authorities

J. DIRECTORATE: DGITO

1. Post	:	Network Security Administrator: ICT Infrastructure (1x post)
Reference No.	:	OTP 11/17/14
Salary Level	:	08
Salary Package	:	R281, 418.00 p.a.
Salary Scale	:	R281, 418.00 – R331, 497.00
Centre	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Computer Science or IT;

- At least three to five (3-5) years' experience in Information Security in a supervisory position;
- Either an N+, MCSE, CNE, CNA or Linux certification.
- A valid driver's license.

COMPETENCIES

- Configuration and administration of electronic systems;
- Auditing and analysis of electronic systems;
- Security assessments and compliance to security prescripts;
- Develop Security standards and alignments emerging trends;
- Check system logs for possible vulnerabilities;
- Perform IT related investigations;
- Must possess a working knowledge of IT governance framework such as ITIL, COBIT or ISO17799.
- Problem solving, time management, leadership skills and report writing skills.
- Computer literacy
- Change and knowledge management

KEY RESPONSIBILITIES

The successful candidate will be required to:

- Development and maintenance of an electronic security posture,
- Audit Server (Windows and Linux) configuration and administration, IT security systems, networking equipment and protocols.
- Manage the Network environment and review its health.

2. Post	:	Database Administrator: Applications Development and Maintenance (1x post)
Reference No.	:	OTP 11/17/15
Salary Level	:	07
Salary Package	:	R226, 611.00 p.a
Salary Scale	:	R226, 611.00 – R266, 943.00
Centre	:	Polokwane

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Computer Science or IT;
- At least three to five (3-5) years' experience in ICT Environment;
- Knowledge of MS-SQL, DB2, MySQL, Oracle or PostgreSQL database.
- A valid driver's license.

COMPETENCIES

- Database design and implementation;
- Installation, configuration and testing of databases;
- Database performance and fine tuning;
- Understanding of both structured and unstructured databases;
- Documentation of databases – data dictionary, schema to field level;
- Data Modelling, Data normalization, IT standards and policies,
- Leadership skills, change and knowledge management;
- Computer literacy

KEY RESPONSIBILITIES

The successful candidate will be required to:

- Determine data requirements, design, develop and maintain databases;
- Analyze, consolidate and tune databases for optimal performance;
- Perform backup, clustering, mirroring, replication and failover;
- Restore and recover corrupted databases.

K. DIRECTORATE: BATHO PELE PROGRAMMES

1. Post : Administrative Officer: Service Delivery Complaints (1x post)
Reference No. : OTP 11/17/16
Salary Level : 07
Salary Package : R226, 611.00 p.a.
Salary Scale : R226, 611.00 – R266, 943.00
Centre : Polokwane

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Public Administration
- At least three to five (3-5) years' experience in Complaints Management.
- A valid driver's license

COMPETENCIES

- Problem solving, Interpersonal Skills, Planning & organizing
- Time Management, Good Communication skills, Diversity Management, Coordination Skills
- Change and Knowledge Management
- Customer Care Skills
- Conflict Resolution and Investigation
- Computer literacy.

KEY RESPONSIBILITIES

The successful candidate will be required to:

- Coordination, Facilitation and Monitoring of Service Complaints Presidential Hotline.
- Coordination, facilitation and Monitoring of Service Complaints Premier Hotline.
- Departmental and municipal walk ins.
- Management of citizen satisfaction surveys.
- Manage courtesy and suggestion mechanism programmes in departmental and municipalities.

L. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES

1. Post : Administrative Officer: Infrastructure Management Services (2xPost)
Reference No. : OTP 11/17/17
Salary Level : 07
Salary Package : R226, 611.00 p.a.
Salary Scale : R226, 611.00 – R266, 943 .00 p.a.

Centre : Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Public Administration
- One to two (1-2) years of experience in Facilities Management.

COMPETENCIES

- Problem Solving, Time Management, Policy Analysis and Development
- Communication Skills, Group Dynamics, Diversity Management, Critical thinking
- Active listening, Active learning, Systems Evaluation and Analysis,
- Judgment and Decision Skills and Report writing.
- Computer literacy

KEY RESPONSIBILITIES

The successful candidate will be required to:

- Relocation of office furniture and employees.
- Opening of Job cards with the Department of Public Works for structural defects
- Management of notice boards in the building.

M. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

1. Post : Administrative Officer: Government Owned Vehicles (1xpost)
Reference No. : OTP 11/17/18
Salary Level : 07
Salary Package : R226, 611.00 p.a
Salary Scale : R226, 611.00 – R266, 943 .00
Centre : Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Supply Chain Management, Finance or Public Administration;
- At least one to two (1-2) years' experience in Transport Management
- A valid driver's license

COMPETENCIES

- Time Management, Negotiation Skills

- Planning and organizing,
- Good Communication Skills, Diversity Management
- Leadership Skills and Coordination Skills.
- Computer literacy

KEY RESPONSIBILITIES

The successful candidate will be required to:

- Allocate government vehicles and hire vehicles for special purposes.
- Allocate, pre-trip inspection of government owned vehicles.
- Check log sheets and trip authorization for government owned vehicles.
- Attend to traffic fine and handle accident/incident.

2. Post	:	Administrative clerk: Government Subsidized Vehicles (1xPost)
Reference No.	:	OTP 11/17/19
Salary level	:	05
Salary package	:	R152, 862.00 p.a.
Salary scale	:	R152, 862.00 – R180, 063.00
Center	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 4 or equivalent qualification (Matric/Grade 12)
- At least one to two (1-2) years' experience in managing subsidized motor vehicles

COMPETENCIES

- Time management
- Good communication skills
- Group dynamics
- Diversity management
- Leadership skills
- Change and knowledge management

RESPONSIBILITIES

- Process fuel claims for subsidized vehicles, SMS, MMS and Scheme B
- Process application for subsidized vehicles

3. Post	:	General Worker: Asset and Disposal Management (1xPost)
Reference No.	:	OTP 11/17/20
Salary level	:	02
Salary package	:	R90 234.00 p.a.
Salary scale	:	R90 234.00 – 106 290.00
Center	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 2 (Grade 10) or Adult Education Training (AET)

COMPETENCIES

- Interpersonal skills

- Time management skills
- Good communication skills
- Teamwork skills
- Group dynamics

RESPONSIBILITIES

- Perform general assistant work
- Dispose of Assets
- Movement of assets
- Clean storeroom
- Cleaning workstations
- Washing government owned vehicles

N. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES

1. Post	:	Cleaner: Auxiliary Services (4xPost)
Reference No.	:	OTP 11/17/21
Salary level	:	02
Salary package	:	R90 234.00 p.a.
Salary scale	:	R90 234.00 – 106 290.00
Center	:	Polokwane (Head Office)

MINIMUM REQUIREMENTS

- NQF 2 (Grade 10) or Adult Education Training (AET)

COMPETENCIES

- Cleaning skills
- Time management
- Good communication skills
- Group dynamics
- Diversity management
- Leadership skills
- Change and knowledge management

RESPONSIBILITIES

- Provision of cleaning services
- Maintain a clean and hygienic environment